

Clear Administrative Services Credential Program Payment Options and Schedule

Payment schedule is determined by CPSEL start date

OPTION 1: One (1) payment of \$8,000	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	Due: August 15
CPSEL 3 and CPSEL 6	Due: February 15

OPTION 2: Two (2) payments of \$4,000	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	Payment 1: August 15 (Year 1) Payment 2: August 15 (Year 2)
CPSEL 3 and CPSEL 6	Payment 1: February 15 (Year 1) Payment 2: February 15 (Year 2)

OPTION 3: Four (4) payments of \$2,000	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	YEAR 1: Payment 1: August 15 Payment 2: February 15 YEAR 2: Payment 3: August 15 Payment 4: February 15
CPSEL 3 and CPSEL 6	YEAR 1: Payment 1: February 15 Payment 2: August 15 YEAR 2: Payment 3: February 15 Payment 4: August 15

OPTION 4/5: District Payment – One (1) payment of \$8,000 or Two (2) payments of \$4,000
Participants may be eligible to have their district/site pay for the cost of the program. It is the obligation of the participant to check with their Human Resources department to see if this is an option. If approved, the district will be invoiced for the amount listed on the CASCP Acceptance Confirmation Form upon acceptance into the program.

OPTION 6: SchoolsFirst Financial Credit Union Special Curriculum Loan*
Participants may apply for a \$8,000 loan through SchoolsFirst Financial Credit Union. All paperwork for the loan must be completed on or before 1 week prior to the Orientation date. If you are unable to secure a loan, you are required to notify Leadership Institute staff of your new method of payment to ensure accurate billing and financial agreement standing.

OPTION 7: Sallie Mae Educational Program Loan*
Participants may apply for a \$8,000 loan through the Sallie Mae Educational Loan Program. All paperwork for the loan must be completed on or before 1 week prior to the Orientation date. If you are unable to secure a loan, you are required to notify Leadership Institute staff of your new method of payment to ensure accurate billing and financial agreement standing.

PAYMENT INFORMATION**

Please make checks payable to: <i>Sacramento County Office of Education</i> Indicate the invoice number & "CASCP" on the memo line.	Please submit payments to: Sacramento County Office of Education ATTN: Leadership Institute P.O. Box 269003 Sacramento, CA 95826
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*For taxes, the only way to obtain a 1099 tax form is through the loan payment options (Option 6 and Option 7).
 SCOE is a Local Education Agency (LEA) and cannot issue official tax forms.

**Please note, check payments take approximately 10-14 business days to be deposited